



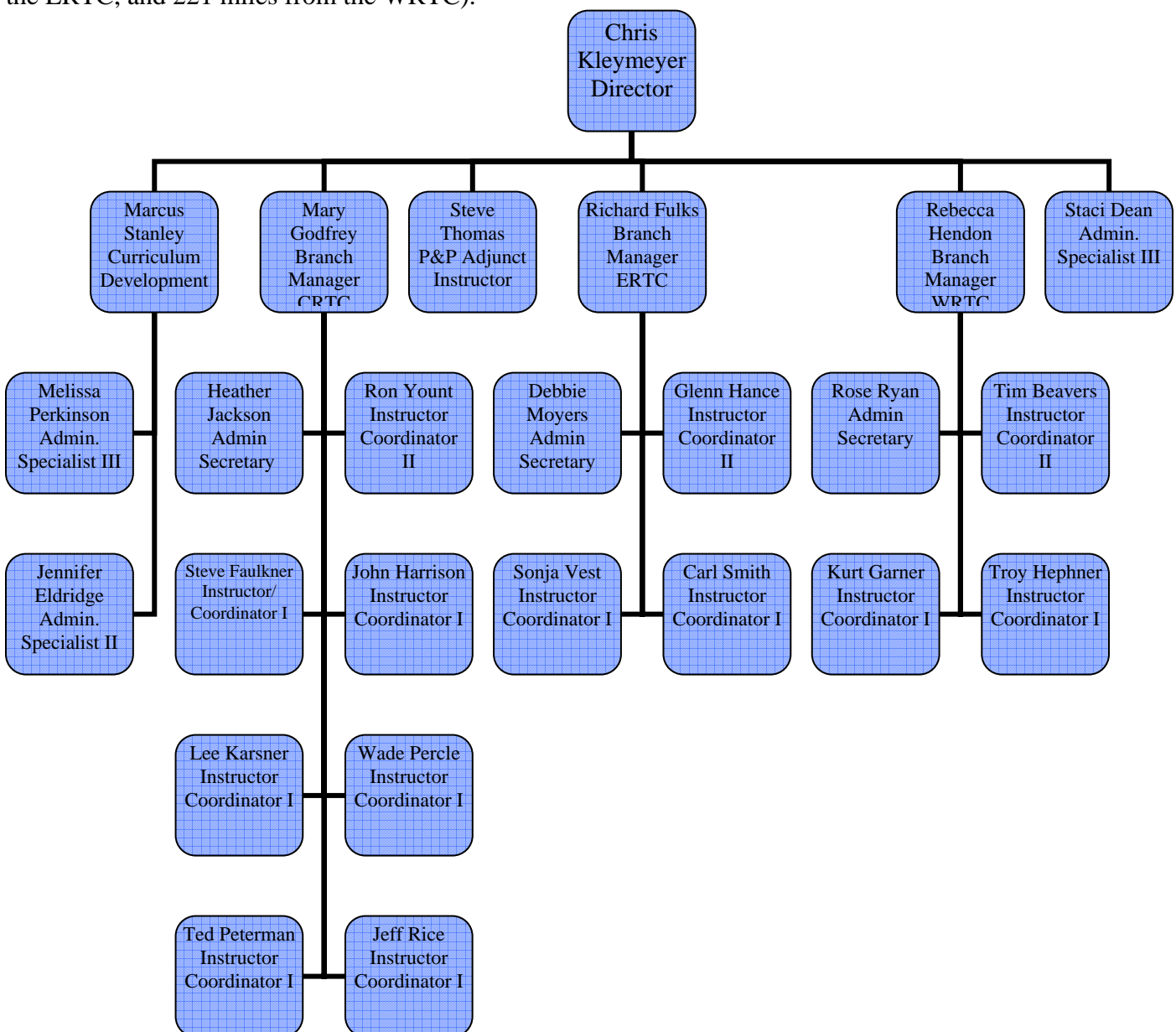
KENTUCKY DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTIONS TRAINING

2006 ANNUAL REPORT

Overview of the Division

The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for three diverse populations of correctional professionals within the Commonwealth of Kentucky. The DCT develops the majority of the new employee and continuing education curriculum for the Correctional Officers and staff of the thirteen adult Kentucky correctional institutions, the Probation and Parole Officers and staff of the nineteen Probation and Parole Districts, and annual training for the elected Jailers and their staff within the one hundred and twenty counties of Kentucky.

The **Director, DCT** (Chris Kleymeyer) maintains one office in Frankfort, KY which provides administrative supervision of all DCT operations. The office is staffed with one administrative assistant (Staci Dean) and allows the DCT to have a presence in the Department of Corrections Central Office and locates the Director as equi-distant as possible between the three regional training centers (56 miles from the CRTC, 112 miles from the ERTC, and 221 miles from the WRTC).



The DCT operates three regional training centers across the Commonwealth.

The **Central Region Training Center (CRTC)** is located between the Kentucky State Reformatory and the Roederer Correctional Complex (RCC) in Oldham County Ky.

The CRTC consists of a 5,525 sq ft classroom complex which was constructed in 2004/2005 at a cost of \$217,300.00. During 2006 a construction project was initiated to expand the CRTC by the addition of a second building containing 9,600 sq ft of additional classroom, office, and storage space, this project is scheduled to be completed during the summer of 2007.

The CRTC is staffed by a Branch Manager (Mary Godfrey), a Senior Training Instructor (Ron Yount), six training instructors (Steve Faulkner, John Harrison, Lee Karsner, Wade Percle, Ted Peterman, and Jeff Rice), and an administrative secretary (Heather Jackson).

The CRTC staff currently has on average over sixteen years experience within corrections.

The CRTC provides instruction to the staff of six of the adult correctional institutions (Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Luckett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), Frankfort Career Development Center (FCDC), and Blackburn Correctional Complex (BCC); eleven of the Probation and Parole Districts (Districts 4,5,6,7,9,12, 14, 16,17,18, and 19); and the elected jailers and their staff within fifty-seven counties of the Commonwealth in a habitual daily support relationship.

The **Curriculum Program Office** is co-located with the CRTC. The Curriculum Program Office is responsible for the management of the curriculum development process, the archiving of all Departmental curriculums, and the daily administration of the Department of Corrections Computer Based Training (CBT). The Curriculum Program Office is staffed with a Program Manager (Marcus Stanley) and an administrative specialist (Jennifer Eldridge).



Central Region Training Center
PO Box 69
LaGrange, KY 40031
<http://www.corrections.ky.gov/deptdiv/central.html>

The **Eastern Region Training Center (ERTC)** is located in the S.T. Wright Training Building on the grounds of the Little Sandy Correctional Complex (LSCC) in Elliot County, Ky. The ERTC consists of a 6,710 sq ft classroom complex, armory, and firing range and was constructed in 2004/2005 at a cost of \$637,868.72.

The ERTC is staffed by a Branch Manager (Richard Fulks), a Senior Training Instructor (Glenn Hance), two training instructors (Carl Smith and Sonja Vest), and an administrative secretary (Deborah Moyers). The ERTC staff currently has on average over 15 years experience within corrections.

The ERTC provides instruction to the staff of four of the adult correctional institutions (Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC), Northpoint Training Center (NTC), and the Bell County Forestry Camp (BCFC); four of the Probation and Parole Districts (Districts 8, 10, 11, and 15); and the elected Jailers and their staff in within twenty-eight counties of the Commonwealth in a habitual daily support relationship.



Eastern Region Training Center
PO Box 87
Sandy Hook, KY 41171

<http://www.corrections.ky.gov/deptdiv/eastern.html>

The **Western Region Training Center (WRTC)** is located in the Bill Cunningham Training Building on the grounds of the Western Kentucky Correctional Complex (WKCC) in Lyon County, Ky. The WRTC consists of 5,463 sq ft classroom complex and was constructed in 2004/2005 at a cost of \$250,000.

The WRTC is staffed by a Branch Manager (Rebecca Hendon), a Senior Training Instructor (Tim Beavers), two training instructors (Kurt Garner and Troy Hephner), and an administrative secretary (Rose Ryan). The WRTC staff currently has on average over 17 years experience within corrections.

The WRTC provides instruction to three of the adult correctional institutions (Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP), Green River Correctional Complex (GRCC); four of the Probation and Parole Districts (Districts 1,2,3, and 13); and the elected Jailers and their staff in within thirty-six counties of the Commonwealth in a habitual daily support relationship.



Western Region Training Center
PO Box 570
Eddyville, KY 42038

<http://www.corrections.ky.gov/deptdiv/western.html>

Status of 2005 initiatives

During 2006 the Division of Corrections Training continued to progress towards accomplishing the goals that Commissioner Rees had established of making training more accessible to Ky DOC employees while becoming more efficient and effective.

The Department started 2005 by closing the 17,308 sq ft Louisville Corrections Training Center and began conducting its training at the regional training centers. In doing so the Department realized an annual savings in excess of \$288,429.16.

This initiative was done to meet the Commissioner's guidance of "conducting corrections training across the parking lot from the institutions, instead of halfway across the state". The Louisville facility was costing the Department \$177,753.12 for annual rental, \$9,356.04 for utilities and \$4,320.00 for janitorial / maintenance services for the 312 Whittington Parkway property. Additionally, the Department was paying \$97,000.00 annually for dormitory space at the University of Louisville and providing three meals daily at the Piccadilly Cafeteria for all students.

The initiative to conduct training at regional locations instead of at one central location has been very successful; during 2006 the DCT provided overnight housing for only 292 trainees out of the 4334 total trainees that attended DCT classroom training.



**WRTC Building Dedication
Commissioner John Rees and
Kentucky Supreme Court Justice
Bill Cunningham
December 15th, 2006**

**ERTC Building Dedication
S.T. Wright Training Building
September 1, 2006**



New initiative's for 2006

The DCT continued to strive to meet the training needs of the Commonwealth's corrections professionals by developing and presenting additional training programs that were identified as being needed during the quarterly Training Advisory Committee (TAC) meetings, the Probation and Parole District meetings, and the Kentucky Jailers Association (KJA) Curriculum Committee meetings.

New Training Programs Developed during 2006

Short synopses of some of the most innovative additions to our Departmental curriculum are listed below:

- A course to educate corrections professionals on the differences between cultures, genders, and generations was developed in conjunction with an Eastern Kentucky University adjunct faculty member. The initial iteration of this program was presented at the ERTC on 11 December 2006. The program was attended by fifty staff members, was well received; and has been scheduled to be presented at other institutions during 2007.
- A course to educate newly promoted Sergeants and other new supervisors was developed during 2006. The course is designed to be attended during the probationary period and is intended to assist our new supervisors with the transition from employee to supervisor. The initial iteration of the course was presented at the ERTC on the 26th of February - 2d of March 2007. The program was well received and is scheduled to be presented a total of ten times during 2007.



Basic Supervisors Course March 2007
ERTC

- KRS 441.115 (4) requires that all newly elected jailers, shall before taking office complete a training program designed for new jailers. The DCT in conjunction with the KJA developed an entirely new program for the newly elected jailers and presented the training to the 34 newly elected jailers at the Campbell House Inn, Lexington KY on the 27th of November - 1st of December 2006.



Newly Elected Jailers

- Steve Faulkner obtained status as the first certified Master Instructor for Controlled Force within the Department on the 6th of June 2006. He subsequently conducted eight iterations of Controlled Force Instructor certification at the regional training centers during 2006.



- A course to educate all of our previously certified American Red Cross (ARC) Standard First Aide (SFA) and Cardio Pulmonary Resuscitation (CPR) instructors within all of the adult institutions and P&P Districts was developed; in order to re-certify all of our SFA & CPR instructors in accordance with the new standards that were established jointly between the ARC and the American Heart Association during 2006. Four iterations of this training occurred and eighty instructors were certified.



- A course was developed to certify Departmental staff as instructors in the use of Oleoresin Capsicum (OC) in accordance with Departmental Policy. The OC Instructor Course was conducted at all three regional training centers.



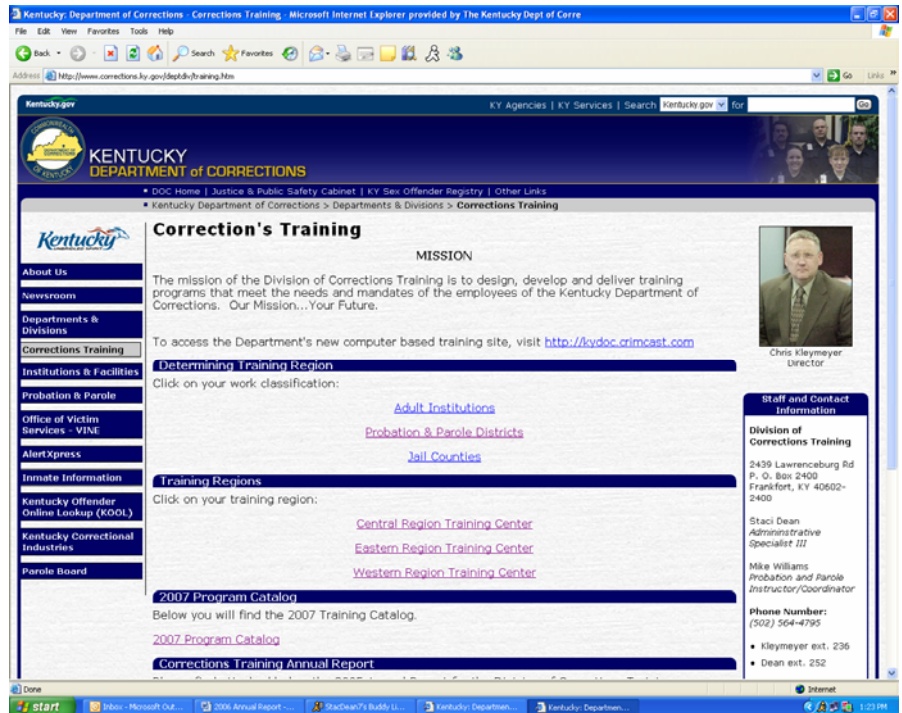
Additional Training & Conference Space

When the Department implemented training on a regional basis and closed the 17,308 sq ft training center in Louisville, the Department lost the ability to conduct training and conferences for large groups that exceeded the building capacity of the three regional training centers. The Department decided to build a new additional 9,600 Sq Ft training facility at the Central Region Training Center. The new facility includes a 2,150 Sq Ft institutional training room and a 2,627 Sq Ft Departmental training room, and additional office and storage space. This facility provides a geographically central location to conduct large training sessions and conferences. The new facility is being built with in-house inmate labor and upon completion will give the Department greater capability than the Louisville facility with no reoccurring costs other than utilities and maintenance.



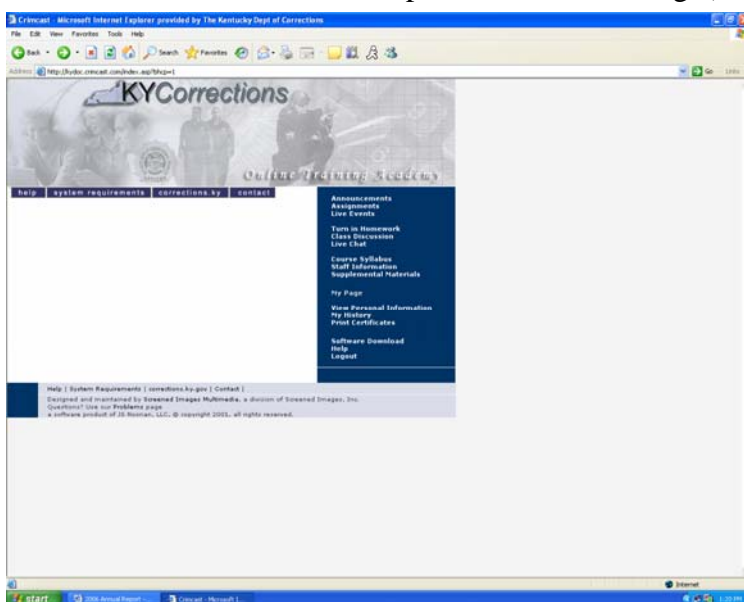
DCT Web Page

The DCT continued to improve and enhance the DCT web page by continually adding requested information to the DCT page that is needed within the correctional field, i.e. contact information for the DCT staff, annual training schedules, annual reports, specific course information, etc. This initiative provides the information in an easily retrievable format which is continuously available for the adult institutions, the Probation and Parole Districts, and the County Jails. This capability meets their needs to plan and schedule their subordinates training, compile their American Corrections Association inspection files, and provide input to the DCT concerning their training needs when it is convenient for them.



New Initiative for 2007

With the success of the Computer Based Training (CBT) training within the Correctional Officer and the Probation and Parole Officer program's of instruction; Commissioner Rees has tasked the DCT to produce CBT training modules for the Kentucky Jailer's and their deputies during 2007.



Training Load

The Division of Corrections Training continues to support the three diverse populations of corrections professionals within the Commonwealth of Kentucky by providing both classroom and Computer Based Training (CBT).

The first chart below lists the three major Programs Of Instruction (POI) that the DCT conducts for corrections professionals within the Commonwealth; the Corrections Officer Basic Course (COBC), the Probation and Parole Officer Basic Course (P&POBC), and the Jailer and Deputy Jailer annual training.

	Correctional Officer Basic Course	Number Trained	P&P Officer Basic Course	Number Trained	Jailer & Deputy Jailer Course	Number Trained
2006	24	740	4	105	38	891
2005	20	1002	4	78	29	1270
2004 Post-Reorganization to End of Year	19	858	2	16	34	1335
2004 Pre-Reorganization to Mid Year	6	229	1	4	18	765
2003	9	543	4	62	36	1464

Currently a new Corrections Officer completes the COBC by attending his/her New Employee Orientation (NEO) training at the institution that hired him/her. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the Phase I portion of the COBC. The Phase I portion of COBC is the equivalent of 40 hours of classroom training delivered by CBT within the institutional computer lab. After completing the NEO and Phase I of COBC at the hiring institution, the trainee then completes Phase II of the COBC at one of the three regional training centers. Upon completion of NEO, Phase I COBC, and Phase II of COBC the new Corrections Officer returns to their hiring institution for the remainder of their eight month probation period.



Currently a new Probation and Parole Officer completes the P&POBC by attending his/her New Employee Orientation at the Probation and Parole Office that hired them. The Assistant District Supervisor oversees the NEO and Phase I of the P&POBC. The Phase I portion of the P&POBC is the equivalent of 40 hours of classroom instruction delivered by CBT on the new P&P Officer's assigned laptop computer. After completing the NEO and Phase I of the P&POBC the new P&P Officer completes Phase II of the P&POBC at one of the regional training centers. Upon completion of the NEO, Phase I of the P&POBC, and Phase II of the P&POBC, the new P&P Officer returns to their assigned Probation and Parole Office for the remainder of their six month probation period.



Currently Kentucky Revised Statutes (KRS) 196.070 Duties of the Commissioner of the Department of Corrections – Training Programs, KRS 441.055 Regulation of Jails – Adoption and revision of standards, and KRS 441.115 Jail Staff Training Program – Jailer's Training Expense Allowance require the Department of Corrections to provide a minimum of sixteen hours of training annually for the elected jailers and their staff at no cost. The DCT develops a curriculum annually in cooperation with a curriculum committee appointed by the Kentucky jailers Association. The DCT then provides the curriculum to the county jails for delivery by

members of the Jailer's staff, which have been trained by the DCT to act as adjunct instructors. The DCT staff from the three regional training centers also conducts numerous iterations of the annual jailer's training throughout the Commonwealth at locations requested by the Ky Jailer's.



The second chart below lists the programs of instruction on the left, the number of iterations conducted within the division, the number of trainees who attended the programs of instruction and the number of trainees who were provided overnight housing.

Regional Training Center Classroom 2006 Activity Report Summary

	Number of times Conducted	Number of Trainees	Number Housed if Applicable
Standard			
Correctional Officer Basic	24	740	106
Probation & Parole Officer Basic	4	105	70
Probation & Parole In-Service	14	302	9
Correctional Officer In-Service	1	9	
Firearms Instructor Requal	15	100	2
Deputy Jailer	38	891	
Specialized			
Office Professionals	5	64	
Corrections Professionals	2	24	
Management 2006	2	82	
Semi-Auto Transition Training	5	65	
Train-the-Trainer	4	30	0
Train-the-Trainer Standard First Aid	3	15	
Requalification	2	2	
Rifle Instructor School	2	25	
Revolver/Shotgun Instructor School	1	15	
Basic CERT	1	69	
Jail E-CERT	2	32	
Controlled FORCE Instructor	2	33	3
Crimcast Training	9	53	
Safety Training	2	8	
Aramark Employee Training	1	9	
CC/OI Dry Run	1	8	0
NIMS IS100	2	13	
NIMS IS200	2	13	
NIMS IS800	2	13	
Request			
Cultural Diversity	2	50	
DJ Dry Run	1	6	
KOMS Training	4	161	
eMars	1	4	
CF Instructor (Adjunct)	5	92	5
SOAR Training	2	80	
How to Handle Discipline	2	82	
Advance Workshop for Supervisors	2	77	
Safety Training	4	12	
Dealing with Sexual Harassment	2	64	
Program Material Review	1	3	
KRS/KAR	2	63	
Classification	1	46	
Institutional Firearms Requalification	15	174	
Firearms proficiency	1	2	
OC Instructor Certification	2	34	1
Totals:	206	4064	292

The third chart lists the district, the institution, or the facility that a category of trainees were assigned to, the regional training center that the trainee received instruction at, and the total number of trainees who participated in training from an institution / district / facility.

Regional Training Center Classroom Summary 2006 Number of Students Trained by Area

Institution/District/Facility	# Trained CRTC	# Trained ERTC	# Trained WRTC	Total
BCC	49	32	2	83
BCFC	15	7	4	26
EKCC	7	198	7	212
FCDC	19			19
GRCC	3		243	246
KCIW	116		7	123
KSP			353	353
KSR	192		10	202
LSCC	7	132	15	154
LLCC	106	41	7	154
NTC	38	47	41	126
RCC	70		8	78
WKCC	2		374	376
P&P D-1	5		93	98
P&P D-2	4		73	77
P&P D-3	3		27	30
P&P D-4	43	7	78	128
P&P D-5	12	2	11	25
P&P D-6	13		18	31
P&P D-7	16	3	43	62
P&P D-8	3	54	11	68
P&P D-9	26		12	38
P&P D-10		36	11	47
P&P D-11		41	13	54
P&P D-12	12		29	41
P&P D-13	2		56	58
P&P D-14	6	3	22	31
P&P D-15		19	8	27
P&P D-16		18	8	26
P&P D-17		1	7	8
P&P D-18		3	9	12
P&P D-19	1	1	5	7
Central Office	8		2	10
Jails	444	117	509	1070
KCI	5			5
Lee Adjustment Center		3		
MISC	4			4
DCT		2	14	16
ERTC		20		20
CRTC	49	2		51
WRTC			138	138
TOTAL	1280	789	2268	4334

The fourth chart below lists the status of the Department of Corrections progress in the development of the CBT training system from its inception in 2005 until January of 2007.

CRIMCAST TRI-ANNUAL REPORT	2005	2006 (June)	2007 (Jan)
Number of students (active & inactive)	3,721	8,343	8,811
Number of offline courses	84	1526	1,883
Number of online courses	9	35	66
Total number of active users		7,267	7,447
Total number of active students enrolled in offline courses			
Total number of active students enrolled in online courses		4,704	4,801
Active online users that have logged in		3,335	3,844
Total number of online training records		45,990	52,478
Total number of offline training records		37,461	43,396
Total number of admin accounts		95	101

The fifth chart below lists the status of the current CBT modules that the DCT has to offer.

2006 Computer Based Training			
<i>Module #</i>	<i>Subject</i>	<i>hrs</i>	<i>Completions</i>
3a	Introduction to Computer Based Training	1	3585
5	Code of Ethics	2	4297
6	Sexual Harassment	1.5	1657
7	Employee Sexual Misconduct w/Offenders & PREA	2.5	940
7a	Prison Rape Elimination Act (PREA)	1	2898
8	Medical Health Issues	1.5	4225
9	Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	2.5	819
09a	Intro to CPPs and ACA Standards	1.5	165
10	Tool and Key Control	2	1062
11	Overview of Criminal Justice System	1.5	983
12	Inmate Security and Classification	2	807
13	The Manipulative Criminal Mind	1.5	1025
14	Dress Code for Uniformed Staff and Non-Uniformed	1.5	824
14a	Non-Uniformed Dress Code	0.5	173
15	Report Writing	3	3560
15a	Special Reports and Report Writing Exercises	3	137
16	Interpersonal Relations/Counseling Techniques	2.5	915
17	Mental Health Issues	3	972
18	Suicide Awareness	2	3756
19	Kentucky Correctional Industries	0.5	888
20	DOC Chain of Command	0.5	941
22	Use of Force	2	2997
22a	Use of Force	2	564
23	Sentencing in Kentucky	1	165
24	Dynamics of Domestic Violence and Sexual Assault/Legal Issues	2.5	159
42	Overview of Chapters 27 and 28	2.5	119
43	Introduction to Case Management	2.5	145
44	Court Room Testimony	1	170
50	15 Passenger Van	0.5	2563

Summary

In summary, during 2006 the DCT was able to continue to improve its ability to efficiently deliver training to the corrections professionals within the Commonwealth on a regional basis and to effectively provide training to corrections professionals by use of both CBT and classroom instruction.

The DCT looks forward to 2007. We will continue to pursue excellence in training and progress towards making the training within the Kentucky Department of Corrections some of the best training for corrections professionals in the nation.